



Child Care Subsidy Program Instructions

For Families

- Applications and all documentation should be sent to Child Care Subsidy (CCS) Central at PO Box 17543, Baltimore, MD 21297 or FAX to 410-229-0053.
- Applications that are incomplete (e.g., not signed) or with missing documentation (work or school schedules, proof of identity/citizenship, etc.), will be delayed pending additional information.
- Vouchers that need to be extended must be requested using the Voucher Extension Request Form, found at

http://marylandpublicschools.org/MSDE/divisions/child_care/subsidy/forms.htm,

with documentation of work or school activity. Vouchers will not be automatically extended past the expiration date.

- Parents are notified 45 days prior to the expiration of their voucher or eligibility status. Parents should complete the necessary information without delay to ensure that there is no break in eligibility and voucher issuance.
- If there is a break in eligibility or vouchers, due to a parent's inaction, the parent is responsible for the cost of care provided.

For Providers

- Take note of the voucher expiration date and check in with families to ensure they are submitting the necessary information to CCS Central prior to the expiration date.
- Assist your families in filling out the application, gathering the necessary documentation, and faxing the information to CCS Central at 410-229-0053.
- Encourage your families to be proactive and not wait until the voucher is ready to expire. Vouchers may be issued in advance of the current one expiring, so providers can have a new voucher in place before the current one expires.
- Providers cannot be reimbursed for services if there is no active voucher in place.



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General Information

All information and documentation is to be sent to CCS Central. Information taken to the local departments of Social Services may experience a delay, if not transmitted to CCS Central in a timely manner.

Call [1-866-243-8796](tel:1-866-243-8796) for information about an application, documentation or status.